



## **JOB DESCRIPTION: SALES ADMINISTRATOR**

<b>Role Title:</b>	<b>Sales Administrator</b>
<b>Type:</b>	<b>Permanent</b>
<b>Location:</b>	<b>West Midlands - Solihull</b>
<b>Hours:</b>	<b>37.5 hrs per week ( must include 6 Hrs on a Sat )</b>
<b>Salary:</b>	<b>£19,000 -£21,000 per Annum (Dependent on Experience)</b>

**We are recruiting immediately for an enthusiastic, passionate Sales Administrative to join our growing team at our Solihull Branch. We are a fast growing company, who are reputable, professional with a faced paced culture.**

**Sell Your Car 2 Jack is a car buying service based in the West Midlands offering a speedy, convenient and hassle free way to sell your car.**

### **VISION MISSION VALUES**

Our **VISION** is to provide our service in every major city and surrounding locations in the UK.

Our **MISSION** is to be the Nation's first and only choice when selling your car.

Our **VALUES** ARE: Local, Trusted, Honest, Friendly, Customer Love.

### **What we do:**

- **Honest friendly and trusted [local car buying](#) service**
- **Genuine no obligation offers to buy your car**
- **No admin fees or hidden charges**
- **Immediate payment via bank transfer**
- **Simple, quick and hassle free**

## **The Job:**

- **Minimum 2 Years' Experience in an Administrative Role**
- **Administration of all back office admin, calls & customers**
- **Excellent Knowledge of Microsoft Office software or equivalent**
- **Excellent Computer Skills ( Training available on Mac OS )**
- **Customer Facing / Meet & Greet**
- **Invoicing input & output**
- **Follow up Inbound Leads to achieve appointments & meet targets**



- Chasing Payments & Collections of Vehicles
- Answering & Dealing with Phone calls
- Booking & confirming appointments & maintaining diaries
- Attending meetings & recording Minutes
- Strong Verbal & Written Communication Skills
- Highly Organised & Self Motivated
- Basic knowledge of Cars Ideal, but not a necessity
- Maintaining Stock books
- Updating & Maintaining Statistics daily
- Ad Hoc duties

(You will be provided with full training & support for the above)

### Hours

Normal office hours Mon to Fri: 9am - 5.00pm

Saturday: 8.30am - 3pm

Days off: Sunday and one weekday.

(Flexibility within these hours negotiable)

### Holiday

20 Days Holiday plus Bank Holidays (8)

### Appraisal & Progression

We are a growing business with grand plans for the future. We want to take all our employees on the journey with us. We offer fantastic opportunities to grow with the business and further your development and skill set.

The above duties and responsibilities are intended to represent current priorities and are not meant to be an exhaustive list. The post holder may from time to time be asked to undertake other reasonable duties and responsibilities. Any changes will be made in discussion with the post holder according to business requirements.

If you think you have the relevant skills & experience for this role please submit your CV to [clare@sellyourcar2jack.com](mailto:clare@sellyourcar2jack.com) & contact Clare if you require further information on 0121 296 3829.